

Termination of FMA

An FMA will be terminated if:

- The employee in INWS status does not begin work in another position by the time the 5-year limit on the most recent appointment is reached. The AEFM can be appointed into a new FMA upon entry into another qualifying position.
- Upon retirement or upon separation of the sponsoring employee.
- Upon loss of AEFM status (e.g., spouse divorces, child marries or reaches age 21).
- Failure to maintain the security clearance level required for any encumbered position.
- Acceptance of an offer of employment under a Personal Services Contract (PSC) or other contractual relationships with the U.S. Government.
- Other conditions as determined by mission management.

For more information

The Family Liaison Office Employment Team

U.S. Department State
Harry S Truman Building
Room 1239
(202) 647-1076 / 800-440-0397

Internet: www.state.gov/m/dghr/flo/c21653.htm

Provides detailed information on the FMA and general eligibility requirements.

Reminder:
Hand-carry all
personnel documents
during transfers.

Please note that the information covered in this brochure is an introduction to the FMA and is not meant to replace a thorough reading of the regulations. All personnel matters depend on the unique work history of each employee. Family members are advised to seek professional personnel guidance.

The Family Liaison Office



FLO

U.S. DEPARTMENT OF STATE

Advocacy Programs Services

Family Member Appointment (FMA)

What is the FMA?

The Family Member Appointment (FMA), initiated on May 24, 1998, is a Department of State hiring mechanism used to employ appointment-eligible family members (AEFM) accompanying a Foreign Service or Civil Service or uniformed service member serving under Chief of Mission authority on an assignment abroad. The FMA allows AEFMs working in positions at U.S. embassies and consulates to earn benefits. The FMA is a 5-year limited, non-career appointment.

Who qualifies for an FMA?

An AEFM for FMA purposes is a U.S. citizen spouse, domestic partner or an unmarried dependent child at least 18 years old, but under age 21, on the travel orders of an American Foreign or Civil Service employee or military service member permanently assigned to a U.S. mission abroad. The AEFM must be resident at the sponsoring employee's or military member's overseas post of assignment. Any family member who currently receives a U.S. Government retirement annuity or pension based on a career in the U.S. Foreign Service or Civil Service is not eligible for an FMA appointment.

What are FMA positions?

Qualifying positions are appointive local hire positions (excluding temporary positions). Part-time (16 hours to 32 hours per week) and full-time schedules qualify. FMA positions at post may include:

- Community Liaison Office Coordinator
- Expanded Professional Associate Program (EPAP) positions

- Consular Adjudicator, Consular Associate, and Consular Assistant
- HR Assistant
- Information Management Assistant
- General Services Assistant
- Office Manager
- Other positions

FMA positions support on-going work for the mission. Seasonal or surge-need positions do not qualify for an *initial* FMA, but an FMA appointee on Intermittent No Work Scheduled status (INWS) could be re-activated for short term assignments.

How to apply?

Job announcements are published at post and available through the CLO Office and/or the HR Office. All qualified AEFMs will compete on an equal basis with all other qualified AEFMs for Department of State positions at overseas posts. The Mission's Post Employment Committee (PEC) reviews applications and may interview candidates. Hiring preference must be given to AEFMs on the qualified list. Guidelines for hiring and preference are published in 3 FAM 8200. If both the position and the selected candidate meet the FAM criteria, a Family Member Appointment is made.

What are the benefits?

An AEFM receives benefits only while actually in a position, including:

- annual leave
- sick leave
- Federal Employees Retirement System (FERS)
- Federal Employees Health Benefits (FEHB)
- Federal Employees Group Life Insurance (FEGLI)
- Thrift Savings Plan

Do I earn non-competitive eligibility?

An AEFM also earns Non-Competitive Eligibility (NCE) hiring preference under Executive Order Eligibility 12721. To be eligible for non-competitive eligibility, an EFM must have completed *52 weeks of service or 2087 hours* in certain position(s) performed under a local hire appointment(s) overseas. Work must be performed during the time the family member was accompanying an employee sponsor officially assigned to an overseas post and the AEFM must have received a fully successful or better (or equivalent) performance rating.

What happens between jobs?

If the position comes to an end before the FMA appointment expires, the family member can opt to be placed in Intermittent No Work Scheduled (INWS) status or resign the position. INWS allows the family member to stay on the Department of State rolls. Benefits will cease while no salary is earned. Upon appointment to another FMA, benefits will resume. Upon return to the United States, family members with non-competitive eligibility may apply for certain categories of Federal positions. Email FLO for more information.

What about allowances?

FMA appointees are not authorized overseas allowances (housing, temporary lodging, transfer, education or separate maintenance). These allowances are derived from the sponsoring employee. However, FMA appointees are eligible for danger pay.